

WORKFORCE CENTER GUIDE



- ♦ Reception, Resource Area and Program and Services
- ♦ Making The Most of Your Visit
- ♦ Tools and Tips
- ♦ Programs and Services
- ♦ Objectives, Goals and Planning



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Reception, Resource Area and Programs

Reception Information

- ☐ Interpreter
 - ☐ Language assistance
 - ☐ Sign language
- ☐ Attend or make an appointment
- ☐ Register for a workshop
- ☐ Unemployment Insurance
- ☐ Other _____

Programs and Services

- ☐ Adult Basic Education
- ☐ Business Services
- ☐ Federal Bonding Program
- ☐ Food Support Employment Training
- ☐ Dislocated Worker Program
- ☐ Displaced Homemakers Program
- ☐ Migrant Seasonal Farmworkers
- ☐ Minnesota Family Investment Program
- ☐ Senior Community Services Employment Program
- ☐ State Services for the Blind
- ☐ Veterans Program
- ☐ Vocation Rehabilitation Services
- ☐ Unemployment Insurance
- ☐ Youth Program

**Tell us how we can help you
with your visit.**

**Check any of the boxes you would like more
information on or assistance with.**

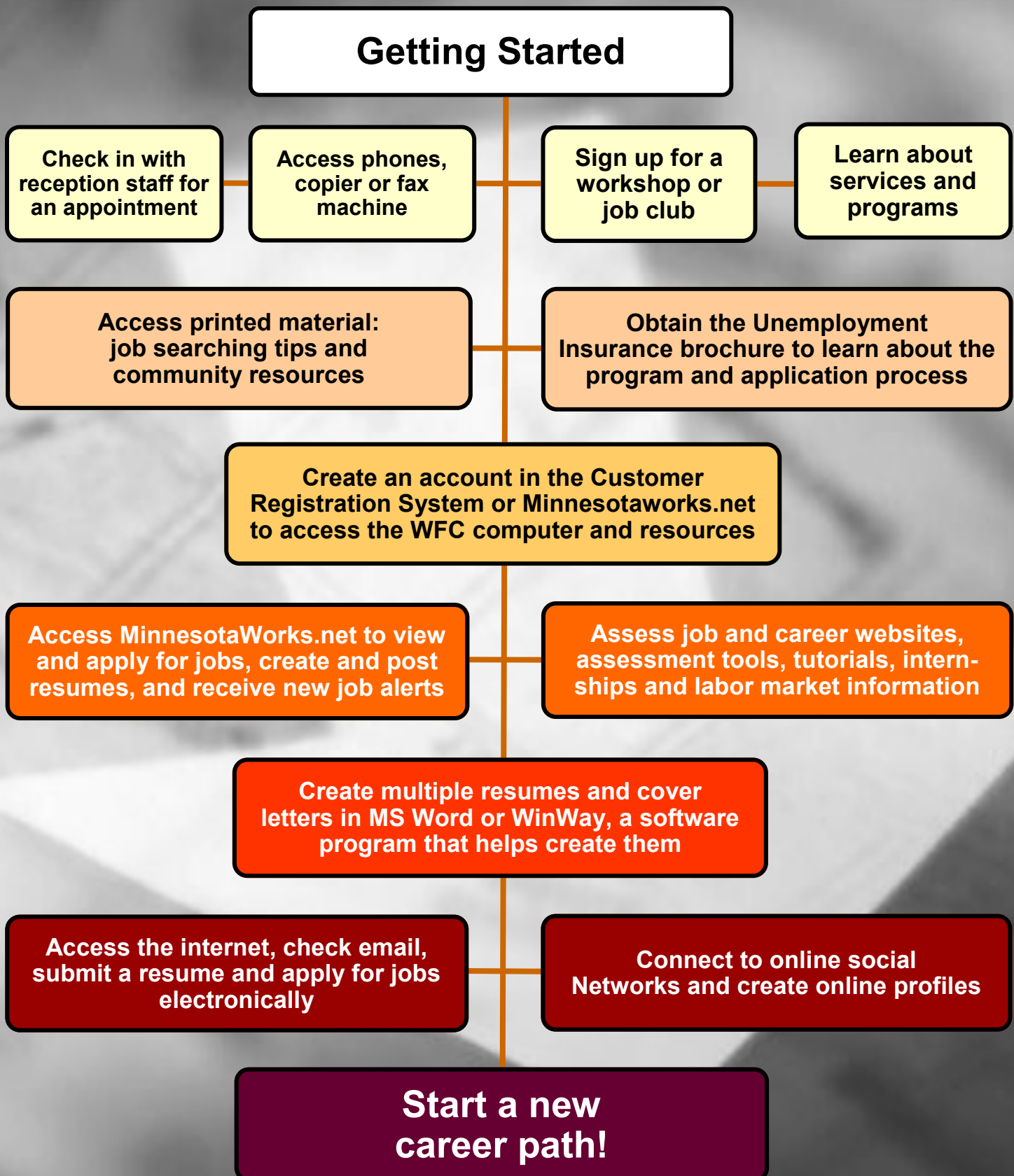
Resource Area

- ☐ Staff assistance
- ☐ Office Equipment
 - Phone or Fax
 - Computer
 - Copier or Printer
- ☐ Assistive Technology Equipment
 - Hardware and software is available in all WFCs to aid in accessing print material, workshops, and computers
- ☐ Job searching and career planning tools
 - Internet and bulletin job boards
 - Minnesotaworks.net
 - Resume and cover letter samples
 - Networking and job clubs
 - Career planning information
 - Training and education information
 - WorkForce Center Workshops



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Making the Most of Your Visit



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Tools and Tips



Computers and internet access is available for job searching related activities, such as, contacting employers, applying for jobs, checking emails, accessing program and tutorials as well as performing unemployment insurance activities.

Accessing computers or participating in most online activities, requires you to create various accounts. TIP: For greater security, use both lower case and upper case letters mixed with numbers. Also, you'll need a safe and secure method to remember them.



An email address is necessary to communicate with employers. TIP: Create an account that shows a professional or presentable email address. Don't use an email address that is too cute, funny or offensive in any way.

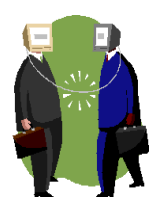
Multiple resumes and cover letters can be created in Microsoft Word or Win Way, a software program that has pre-designed templates.

- 1) Email a copy of your resume to yourself.
- 2) Review your resume before sending it out to employers to ensure good quality.
- 3) Save your resume to a saving device while you are creating it, such as a flash drive or memory stick., so you don't lose your work.



A flash drive or memory stick that can be purchased at most local store.

Documents, such as resumes, cover letters, emails or company information can be printed on the WorkForce Center printers. TIP: A medium to high grade stock paper is recommended for professional communication like resumes and cover letters.



Social networking is an important part of connecting with employers. Join a professional association that matches your job interests, and create an online profile on a social networking site, such as LinkedIn. Volunteering and internships are also great ways of expanding your network and gaining experience.

To stay organized and retain job searching activities, contacts, important documentation and accomplishments, consider using a 3-ring binder to this information, organized, safe, and accessible.



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Programs and Services

Adult Basic Education (ABE):

- ◆ Provides adults with educational opportunities to acquire and improve their literacy skills, such as GED obtainment, ESL classes, computer literacy, basic skills enhancement, work readiness in addition to citizen/civics education and family advocacy.

Business Services (BS):

- ◆ Assists businesses with the creation and retention of jobs, finding and training employees, relocation to Minnesota, promotion of international trade, and expansions.

Dislocated Workers (DW) Program:

- ◆ Provides both employment services and training opportunities to Minnesotans who are--or about to be--unemployed due to layoffs and plant closings.

Displaced Homemakers Program (DHP):

- ◆ Provides pre-employment services to homemakers to enter the labor market, women or men, who have worked mainly in the home at a minimum of two years caring for their families and lost their family financial support.

Food Support Employment Training (FSET):

- ◆ Provides food support to adults between the ages of 18 and 55 who do not receive other cash assistance with services and who must comply with work requirements by participating in work or work-related activities.

Minnesota Federal Bonding Program:

- ◆ A no-cost employee dishonesty insurance that protects employers against employee theft of any money or property. Employers with new or current employees who may be denied coverage by commercial carriers can apply for Individual Fidelity Bonds.

MinnesotaWorks.net:

- ◆ Minnesota's online job database. View thousands of job listings statewide, upload resumes, apply for jobs online, manage and track job search efforts, and sign up for email notification of new job listings.

Migrant and Seasonal Farmworkers Program:

- ◆ Provides assistance to employees seeking to obtain work and employers seeking workers in agricultural and non-agricultural employment.

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Minnesota Family Investment Program (MFIP)

- ◆ Provides support to low-income families with children, and requires mandatory parent participation in work-related activities.

Senior Community Service Employment Program (SCSEP)

- ◆ Provides part-time community service assignments for people 55 years or older who earn less than 125% of the federal poverty income guidelines. Community service assignments are used as training opportunities to gain unsubsidized employment.

State Services for the Blind (SSB)

- ◆ Facilitates the achievement of vocational and personal independence for Minnesotans who are blind, visually impaired or Deaf and blind.

Trade Adjustment Assistance (TAA)

- ◆ TAA is available to workers who lose their jobs (or whose hours of work and wages are reduced) as a result of increased imports.

Vocational Rehabilitation (VR) Services

- ◆ VR works with individuals who have disabilities and provides a variety of services, such as vocational planning, employment services and referral services.

Veterans Services

- ◆ Provides Minnesota veterans specialized employment and training services, such as vocational rehabilitation services and individual employment and job searching assistance.

Unemployment Insurance (UI)

- ◆ Provides temporary benefits to qualified persons out of work through no fault of their own. Benefit payments replace part of the income lost while a worker is between jobs.

Work Opportunity Tax Credit (WOTC)

- ◆ A federal tax credit available to private sector businesses and serves as an incentive to hire individuals who consistently experience higher unemployment due to a variety of employment barriers. For job seekers it helps them obtain work skills and experience from which they can obtain a higher paying employment.

Youth Services

- ◆ Services includes a core set of employment and training programs for economically disadvantaged and at-risk youth.

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Objectives, Goals and Planning



What training or information do I need to obtain?

- Computer / internet skills ☐
- Assessment testing ☐
- Ex-offender resources ☐
- Job searching tips ☐
- GED diploma ☐
- Internships / volunteer work ☐
- Language skills (ESL) ☐

What 3 goals do I want to accomplish?

1. _____
2. _____
3. _____

What challenges / barriers do I face?

1. _____
2. _____
3. _____
4. _____

Resources available to resolve them

- _____
- _____
- _____
- _____

Job / Career / Training / Workshops information

1. _____

2. _____

3. _____





An Equal Opportunity Employer and Service Provider
This information is available in alternate formats for individuals with disabilities by
contacting Lisa Snyder 651-259-7584 or lisa.snyder@state.mn.us
TTY Number 651-296-3900



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